Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Wednesday 20th October 2021

Date and time:	**Location**:
Wednesday 20th October 2021, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair) (Finance)
Sharon Brittan (SB)	Present	Governor (Vice Chair)
Pia Decarlucci (PD)	Present	Governor
Mohsin Drabu (MD)	Apologies	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Iskander Fernandez (IF)	Present	Parent Governor
Adeyemi Fasogbon (AF)	Present	Parent Governor (Careers)
Matthew Godfrey (MG)	Present*	Governor (Careers)
Rebecca Williams (RW)	Apologies	Governor
Lundi Nyoni (LN)	Present	Governor (Finance)
Daniel Hall (DH)	Present	Governor
Stephanie Ting (ST)	Present	Governor (Safeguarding, SEND)
Brett Williams Yale (BWY)	Present	DHT
Ali Mansfield (AM)	Present	Clerk

No.	FGB Items	Action
1.	**Welcome and Introductions** CA welcomed governors to the remote meeting. He introduced Iskander Fernandez as a returning Parent Governor and Adeyemi Fasogbon as a new Parent Governor. Apologies received and accepted from MD and RW. * MG joined the meeting at item 7.	
2.	**Declaration of Business Interests**. • ***Governors to complete new declarations and return to the clerk:*** Outstanding declarations to be returned to clerk asap. • ***Governors to declare any conflict of interest arising from this agenda:*** No conflicts declared.	**All**

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3.	**Election of Chair and Vice Chair** Chidi Amadi indicated his willingness to continue as Chair of Governors for a further year and was elected unanimously (unopposed). Sharon Brittan indicated her willingness to continue as Vice Chair of Governors for a further year and was elected unanimously (unopposed).	
4.	**Appointment of Clerk** Governors **AGREED** to the continued appointment of Ali Mansfield as Clerk to the Governors for a further year. This is permissible as she is not a member of the SLT.	
5.	**Governing Body Membership** • ***Terms of office for SB and PD expire on 20.10.21:*** Governors **AGREED** to appoint Sharon Brittan and Pia Decarlucci to a further term of office. AM will update GIAS. • ***Confirm Named Governors:*** o ***Safeguarding –*** Stephanie Ting o ***SEND –*** Stephanie Ting o ***Careers –*** Matthew Godfrey & Adeyemi Fasogbon • ***Finance Governors:*** Governors **AGREED** to appoint Chidi Amadi, Mohsin Drabu and Lundi Nyoni as Finance Governors for this academic year, remit to be discussed and approved at next meeting.	**Clerk**
6.	**Minutes of the last meeting, 13th July 2021** The minutes of the meeting held on 13th July 2021 were **AGREED** as an accurate record. There were no matters arising.	
7.	**Head Teacher's Report** KB presented her HT Report to governors: ***Exams:*** The DfE have indicated that exams will go ahead this year. Year 13 have no experience of taking exams as they missed out on sitting their GCSEs because of Covid, so it will be particularly challenging for them. Q: How are you preparing for the exams? For those children in final exam years, we are teaching the content of the exam. Unfortunately, a poetry ~~model~~ module we have already taught has now been cut from the syllabus. Q: How strong is this year's GCSE cohort? A: They are a ~~middle of the road~~typical cohort with average ability on entry. ~~.~~ ***Attendance:*** Attendance figures are good enough at 94.7%, but the excellent culture around attendance has been negatively impacted by Covid. Q: With Covid numbers expected to spike, what is your policy on masks? A: We follow the DfE guidelines. Q: Can children make their own decision to wear a mask if they want to? Do you anticipate misbehavior as a result of wearing masks? A: If they want to wear a mask they can. We will deal with the behavior if it arises.	

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	Q: Has there been a good uptake of vaccinations? A: ~~Around 100 families opted in, others had already been vaccinated.~~Yes. Vaccine rollout is taking place in coming weeks. Many families have had their children vaccinated already. ***Visitors:*** The children are enjoying having visitors back in school, giving them the opportunity to practice their soft skills and show their pride in the school. ***Building:*** The reconfiguration works over the summer went well, teachers are very pleased with the outcome. The Maths department in particular have benefitted from the work on the 3rd floor. ***Staffing:*** New staff have settled well and established staff are all fine. There is almost no staff absence. Q: Have new staff missed out on normal induction processes? A: Not really. It takes a year for new staff to embed and last year's newbies missed a term in school, but they are doing well nonetheless. All staff missed out on the normal social activities last year, all except two are signed up for the Christmas Dinner this year.	
8.	**Safeguarding** • ***Safeguarding Report from Olivia Dyer:*** The report highlighted the changes to KCSiE 2021 and how these are being implemented in school. Peer on peer abuse has been actively addressed at MCS since the outset, and is covered in the Child Protection & Safeguarding Policy. There were two Parents' Evenings this term to address the subject. Pupils have an hour of PSHE per week in their tutor groups where this is addressed along with other relevant matters. • ***Confirm that all governors have completed NSPCC Safeguarding training:*** All governors have now completed this training. • ***Confirm all governors have read Part 1 of KCSiE 2021:*** All governors have read the relevant sections of KCSiE 2021. .	
9.	**Finance** • ***Finance Report from Finance Manager:*** The report had been circulated in advance of the meeting. AM highlighted the following o Income is £17279 positive to budget: Lower than expected SEN and PP funding have been somewhat offset by rising role funding of £32k. The summer term SEN funding has not yet been received from Brent and is not included in the figures. Once an actual figure is received this will be accrued in the accounts for the year end. o Expenditure was £103k below budget. This was due to a significant underspend on Curriculum and Catering costs. o Cash Balances remain very healthy: Current Account: £25000 Reserve Account: £1,076,549 35 Day Saver Account: £748,101 Total: £1,849,650 The 95 Day Saver Account has been discontinued by NatWest, proceeds have been transferred to the 35 Day Saver Account o Capital spending this year totaled £373,179, detailed breakdown in the report.	

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	o Reserves brought forward from last year were £1,126,903, estimated surplus for this year is £217,916, estimated reserves to carryforward £971,640. Q: When does the summer SEN income come in? It was missing in the last budget files too. A: It should have come in by now. AM has chased Brent by email and phone but has not yet received a reply. Amount has not been accrued in the accounts to be prudent, but AM is confident that payment will be received eventually. Q: Teachers Pay Grant of £62.8k - What does this refer to? It says it wasn't assumed in the budget. A: This is additional funding from the DfE to cover the cost of the 3% (average) pay increase which teachers received last year. It was not included in the budget as the announcement of funding came very late. Going forward this will be included in the GAG figure so will not recur. Q: Rising role funding of £31.7k - What does this refer to? It also says not assumed in the budget. A: This was an unexpected payment from Brent linked to the rise in pupil numbers, presumably the additional sixth form cohort. Q:How many fewer PP pupils do we have? (loss of income of £49.6k) A: PP numbers are down to 188 this year from 239 the previous year. AM has asked Olivia Dyer and the office team to look into it but the figures appear to be correct. Q: I assume we overbudget on expenditure items as a cushion but it seems that curriculum costs (126.9k overbudget) and catering costs (58.1k overbudget) are high. Is it possible to get some more light as to why spending here for 20/21 was much lower than budgeted? A: Catering costs were down because of lockdown, receipts were also down. Curriculum costs were also impacted by lockdown, but there was an element of overbudgeting too. • ***Arrangements for audit:*** Governors **AGREED** to appoint Blick Rothenberg to complete the year end audit for the year ending 31.08.21. They noted the need to retender every 7 years. • ***Juniper Scope of Work:*** Governors **APPROVED** the scope of work outlined in the proposal from Juniper Education for the coming year. • ***Finance Policy 2021:*** This is a new policy which reflects the current expectations of the Academy Trust Handbook and the processes in place in school. Q: An expenditure limit of £125k for the Headteacher seems very high. Why is it set at this amount? A: To reflect the Procurement Policy. Q: Given that we are beginning to use our reserves for capital projects, albeit in a small way, this seems rather high. A: AM will liaise with Operations Manager and suggest a revised amount to be approved at the next FGB meeting. Governors **APPROVED** the policy for use this term.	
10.	**AOB** None.	
8	**Date of Next meeting** 15th December 2021, 5.30pm	

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